



## BOARD OF STATE AND COMMUNITY CORRECTIONS

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055.*

**Position:** (5438)  
Associate Governmental  
Program Analyst  
(LIMITED TERM – 12 Months)

**Position #:**  
917-198-5393-xxx

**Salary Range:**  
\$4,600 – \$5,758

**Issue Date:**  
October 12, 2015

**Contact:**  
Stefanie Reyes  
(916) 322-8022  
stefanie.reyes@bscc.ca.gov

**Location:**  
Board of State and  
Community Corrections  
2590 Venture Oaks Way, Ste. 200  
Sacramento, CA 95833

**Final Filing Date:**  
October 23, 2015

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State Application and Resume to:**

BOARD OF STATE AND  
COMMUNITY CORRECTIONS  
ATTN: Stefanie Reyes  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Please write "917-198-5393-xxx" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.**

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

*Applications will be screened and only the most qualified will be interviewed.*

**Pending Control Agency Approval**  
**LIMITED TERM – May be extended to the full 24 months or become permanent at a later date.**

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

In addition to the required State Application (STD 678), applicants must submit a Statement of Qualifications (SOQ) which addresses how their experience and/or knowledge will assist them in succeeding in this position. The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the activities and duties, outlined below, that qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The statement should be typed, no longer than one page, one inch margins, and no smaller than 11 font (Times Roman or Arial). Give specific examples, including your prior roles and responsibilities. Applications received without the SOQ will not be considered. The SOQ is in addition to a resume.

Candidates must also submit proof of eligibility in order to be considered for this position.

### **Scope of Position:**

Under general direction of the Staff Services Manager I, Corrections Planning and Programs Division, this position serves as an administrative and program analyst for state grant funded programs. This position requires high-level writing and analytical skills, accuracy, and completed staff work including working independently at times and meeting timelines/deadlines. This position works in conjunction with Field Representatives to conduct planning and administrative functions for state programs to improve offender outcomes, reduce recidivism, maximize resources, reduce justice system costs, and enhance public safety through effective evidence-based/promising practices and strategies.

### **Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Grant Program Planning and Management** – Draft funding solicitations, applications and annual reapplications to distribute local assistance dollars administered by the agency/division. Coordinate the receipt, review, and approval of funding applications. Participate in grant program planning and development activities, including development and modification of program guidelines. Assist in the facilitation of Executive Steering Committees (ESC) including membership, meetings, minutes, findings, and drafting ESC recommendations. Research and utilize state and national data trends to assist in the divisional work. Develop an understanding of cost-effective, promising, and evidence-based strategies in

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 1/15*



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managing criminal and juvenile justice populations to provide technical assistance to grant projects, as needed. Address and resolve problems on internal process issues and external programmatic challenges.

- **Fiscal and Program Analysis and Reporting** – Draft local assistance contract requirements and collaborate with attorney on mandatory contract components. Review and approve invoices and budget/program modifications. Develop, receipt, review and summarize all quarterly and annual reports for funded projects. Assist with the development and maintenance of databases(s) to track all programs, projects, corresponding data, funds, etc. Prepare subgrantee training materials, and provide training and technical assistance to grantees regarding data collection, invoicing and progress reporting. Identify fiscal, programmatic and administrative issues requiring appropriate action by project directors, agency staff, or management. Perform desk reviews of funded projects for program, administrative, and fiscal compliance including Compliance Reports and Corrective Action Plans to ensure deficiencies are corrected. Analyze and make recommendations to lead staff and work with all involved parties to resolve problems. Provide grant program status updates to Field Representatives. Prepare and provide training for other analysts, support staff, and partnering agencies in BSCC grant reimbursement procedures. Organize internal documentation for fiscal and programmatic audits. Draft reports for submission to the BSCC Board, state legislature, and/or governor.
- **Other Related Assignments** – Identify potential funding opportunities for consideration by management. Research information for legislative reports, evidence-based practices and strategies, grant project director meetings, etc. Draft legislative analysis reports to explain the impact of proposed legislation and administrative action on the BSCC and/or correctional programs. Prepare correspondence to be sent to funded projects, state agencies, counties and cities, and the general public. Participate in special projects related to grants management, data collection and reporting, evidence-based practices, and fiscal accountability.